

# ADMINISTRATIVE PROCEDURES



Procedure Number: 22-17

Effective Date: 02/01/1998

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*C. Dunkelberg*  
County Administrator

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SUBJECT: **PERSONNEL ACTION FORM**

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DEPARTMENT RESPONSIBLE: **All County Departments**

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1. **STATEMENT**

For Payroll purposes, a Personnel Action Form (PAF) is required whenever any additions or changes are made to an employee's payroll record. Due to the nature of payroll issues, it is important that payroll changes are submitted and processed in a timely manner. This procedure establishes the flow of the PAF paperwork.

2. **PROCEDURE**

2.1. The Department initiating the action will complete all necessary sections of the PAF.

2.2. Various documentation **must be submitted with a PAF**, but the documents specifically required by the Department of Finance and Risk Management for payroll processing are listed below. **Do not** send these documents **separately** to the Department of Finance and Risk Management - Payroll Section. These documents **must** be completed with the appropriate data, i.e., name, address, Social Security number, etc., signed by the required individual(s) and attached to the PAF.

2.2.1. If a PAF is for a new hire, the following documentation **must** be attached to the PAF:

- W-4 Form (Employee's Federal Withholding Allowance Certificate)
- A-4 Form (Employee's Arizona Withholding Percentage Election)

Note: The name on the PAF must match exactly to the name on the Social Security Card. Names that do not match will appear on a Social Security Administration report requiring the employee to provide Payroll with a copy of the Social Security Card.

2.2.2. If applicable, the Department may submit the Retirement Enrollment form with the PAF. For the Arizona State Retirement System, at the bottom of the form, the Department Personnel Representative should sign his or her name on the Employer Authorized Agent line. The department has the

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option of sending this form directly to the Arizona State Retirement System. However, it is beneficial if a copy of this form is on file in the employee's County records.

- 2.2.3. If the employee is changing from one retirement plan to another as a result of a promotion/demotion, a Retirement Enrollment form for the new plan is **required**. For Arizona State Retirement System, at the bottom of the form, the Department Personnel Representative should sign his or her name on the Employer Authorized Agent line.
- 2.3. The initiating Department will forward the PAF and required documentation to the Human Resources Department for approval.
- The Director of Human Resources will obtain the County Administrator's signature when required.
  - Involuntary termination PAFs **must** be delivered to the Department of Finance and Risk Management, Service Center (130 W. Congress, 1<sup>st</sup> Floor), **no later than three business days after the effective date of the action**.
- 2.4. The Department of Finance and Risk Management does not need a PAF for the following:
- The only change is the Position Control Number (PCN).
  - The intent of the PAF is only to notify the Human Resource Department of the beginning or ending of a special observation period.
  - The employee is only changing his or her phone number.
- 2.5. All other approved PAFs and required documentation **must** be delivered to the Department of Finance and Risk Management, Service Center (130 W. Congress, 1<sup>st</sup> Floor) by the earlier of:
- 2.5.1. Five business days after the effective date of the action.
- 2.5.2. Or, 12:00 p.m. on the Friday before the close of the payroll period.
- 2.6. Rate changes made by a Department on the Earnings and Leave Summary which are not supported by a PAF **will be changed back to the prior rate**. The Department of Finance and Risk Management, Financial Operations Division will notify the initiating Department's Payroll Representative of this action.
- 2.7. It is the Department's responsibility to calculate any retroactive pay adjustments that may be required.